



WALTON COUNTY BOARD OF COMMISSIONERS

Human Resources

303 S. Hammond Drive, Suite 331 - Monroe, GA 30655
Office: 770-267-1329 ~ Fax: 770-267-1415 ~ Email: hr.resume@co.walton.ga.us
Monday – Friday 8:00 a.m. – 5:00 p.m.

JOB OPPORTUNITY **Internal and External Notification**

WALTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

POSITION TITLE: Probate Clerk FY16-60

DEPARTMENT: Probate Court

ENTRY SALARY: \$12.20 per hour, plus benefits

PAY GRADE: 9

REQUIREMENTS: Perform routine and non-routine administrative and clerical tasks to assist in providing probate services to the County. Provides information and assistance to the public, clients, attorneys, deputies, troopers, and visitors of the office regarding probate issues. Court experience is preferred. **RÉSUMÉS SUBMITTED WITHOUT AN APPLICATION WILL NOT BE CONSIDERED.**

MINIMUM QUALIFICATIONS: High school diploma or equivalent with some technical school training in office management or secretarial science and a minimum of three years of office experience in a legal environment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

DEADLINE FOR APPLICATIONS: 5:00 PM – March 17, 2016

REPLY TO: Walton County Human Resources – 303 S. Hammond Drive, Suite 331 - Monroe, GA 30655.

POSTED: 03/04/2016